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Chief, Civilian Personnel Branch
Chief, Finance Branch
Chief, Services

31 December 1943

Increased Pay for Night Shifts

Purpose.

It is the purpose of this memorandum to prescribe regulations governing the payment of additional compensation to OSS civilian personnel required to work on night shifts. These Regulations are issued pursuant to a resolution, adopted by the OSS Executive Committee in its forty-first meeting, granting increased pay not to exceed 15% to civilian personnel required to work on night shifts.

Regulations.

1. Increased Pay. Increased pay shall be granted to each civilian employee required by an office or branch head to work on night shifts, as defined in "2" hereof. Such increased pay shall be computed as follows:

a. 15% of the employee's daily basic compensation* multiplied by the number of days within the tour of duty on the night shift,

- (i) including Sundays, holidays and all non-work days established by Federal Statutes or by executive or administrative order; Provided, That in the case of employees required to work on Sundays, holidays and such other non-work days, the day of the week on which the employee is off duty in lieu thereof shall be included; and, Provided further, That the employee shall have worked either the day preceding or the day following such Sunday, holiday, or other non-work day; and
- (ii) excluding days of leave (annual, sick, etc.) taken by the employee.

* In regard to persons employed on an annual salary basis, the daily basic compensation shall be 1/360 of the employee's annual salary.

- b. Only upon such portion of the employee's basic rate of compensation as does not exceed \$2900 per annum.
2. Night Shift. "Night shift" as used in these Regulations means an established eight-hour shift with all hours of work between 3:15 P.M. and 10:45 A.M.; Provided, That no such night shift shall comprise less than seven consecutive days.
3. Time Sheets. The payment of increased compensation for night shift duty granted under "1" hereof shall be made only upon the submission of time sheets (a sample copy of which is attached hereto) properly certified by the branch or office head concerned or his duly appointed administrative officer. The time sheets shall be submitted to the Chief of the Finance Branch through the Director of Civilian Personnel. The Finance Branch shall prepare the payrolls with reasonable promptness at the beginning of the month following the period covered by the time sheets. Checks covering additional compensation for night shift duty shall not be issued more often than once each month.
4. Appropriation Charged. Payrolls covering the additional compensation paid hereunder shall be charged to either appropriation limitation 1141300.002 or 1141300.003.
5. These Regulations shall be effective as of December 31, 1943.

STATINTL

Chief - Services

APPROVED:

STATINTL

Acting Director